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OCTOBER 27, 28 & 29, 1982

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82-2447

15 OCT 1982

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October 7, 1982

Hon. William J. Casey, Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

By popular request, we are holding our second executive briefing on office automation. This year we will focus on the executive's role in guiding and managing the extensive financial resources and the huge impact on human resources as the wave of new technology comes into agencies.

This free 2-hour briefing will be held here in Washington, DC, at the Sheraton Washington Hotel. Please check your calendar and reserve from 10:30 a.m. to 12:30 p.m. on October 28, 1982, so that you may attend.

This executive briefing is offered in conjunction with the third annual Federal Office Automation Conference on October 27-29. This 2-hour session will allow you to receive information from experts in the field without persuasion or distortion by vendors or outside consultants. The briefing will consist of a 1 1/2-hour session of presentations by some of the industry's best-known leaders and will conclude with a 1/2-hour guided tour of selected exposition exhibits. The content of the briefing is enclosed.

Invitations to this briefing are being extended only to Under Secretaries, Assistant Secretaries, Deputy Directors, or top administrators of the Cabinet and major administrative agencies. So that we may reserve a place for you, please let us know by October 22 if you will attend by responding on the enclosed card. If you have further questions, please call Lynn Green at (800) 225-5926.

Executives who attend will gain a greater insight into the management issues and will be able to attend any remaining sessions of the Conference as our guest. We hope to see you at the briefing!

Sincerely,

Morris Edwards
Program Chairman

Enclosures